

## **Attendant Care Meeting Agenda**

### **Thursday – June 7, 2007**

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**I. Welcome/Introductions**

**II. Approval of Minutes**

**III. Update from Other Sub-Groups/Steering Committee**

**IV. Review and Complete Handbook – Arkansas Training Manual**

**V. Timelines/Objectives**

**VI. Future Meeting Dates**

**VIII. Responsibilities for Next Meeting**

**IX. Adjournment**

# Consumer Directed Care – Attendant Care Sub-Group

Date of Meeting: June 7, 2007

Minutes Prepared By: Julie Bubul

## 1. Purpose of Meeting

- Member Introductions
- Update from other Sub-Groups
- Complete PCA training portion of Member Handbook

## 2. Attendance at Meeting

Name	Company
Angela Farley	Evercare
Donna van der Zee	Pima Health System
Gwen Dean	ABIL
Jane Kjeldness	Heart Felt Help (by telephone)
Jutta Ulrich	DES/DAAS
Jolynn Thomas	Yavapai County LTC
Julie Bubul	P/GLTC
Denise Chambers	P/GLTC
Absent: John Black, AHCCCS, April Charpiot, Tony DiRienzi, SILC; Jakenna Lebsock, P/GLTC	

## 3. Meeting Notes, Decisions, Issues

### Update from Other Sub-Groups:

Julie gave a brief summary of work the other sub-groups are doing.

### Miscellaneous Discussion:

- The Arkansas Training Manual has now been sent in a Word version. Julie will send it to all Committee members.
- Julie announced that the Steering Committee has recommended that this service option be called **Self-Directed Attendant Care** and that the workers be called **Attendant Care Workers**.
- The Steering Committee would like to see the whole manual after its first draft is completed. We hope to get it to them by the end of June.

### Review and Edit Handbook – Arkansas Training Manual

The group reviewed the proposed outline for the whole member manual, incorporating chapters written by the Member Sub-Group and making suggested changes. See attached revised outline.

The group also reviewed the chapters group members had completed since the last meeting.

**Chapter 3:** Communication. No new changes.

**Chapter 4:** Secondary Conditions:

Gwen recommended that the remaining secondary conditions be included as written.

She has also written up fact sheets on common disabilities (Spinal Cord Injury and Multiple Sclerosis). The group agreed that it would be helpful to have information about many of the common disabilities and diseases that ALTCS members have. These would be available to the member to use in training his or her worker. The additional disabilities that will be included are:

### 3. Meeting Notes, Decisions, Issues

• Parkinson's	• Diabetes	• Alzheimer's	• Muscular Dystrophy
• Strokes	• COPD	• CHF	• Osteoporosis
• Arthritis	• Depression	• Flu	• Pneumonia

Each description will include a definition, common symptoms and what to watch for. See action plan for assignments.

**Chapter 5:** Things to Know as a PCA. April talked about what she had done with Universal Precautions, Infection Control, Cleaning. After much discussion, it was decided that we need to change the Chapter Headings. The new headings will be:

- Fire and Home Safety: Jutta had worked on this section. Julie will insert the information from Gwen's materials into this section.
- Infection Control, which will include Universal Precautions, hand washing techniques, etc.- Not yet completed.
- Housekeeping, which will include cleaning techniques, other material from Chapter 5 about keeping a clean environment- Not yet completed.
- Things to Know As a PCA, which will include miscellaneous information such as time management suggestions, scheduling, transportation guidelines, etc.-Not yet completed.

**Chapter 6:** Abuse and Neglect: Jolynn revised this section. Julie will insert the materials from the curriculum Gwen distributed into the Arkansas manual version.

**Stress Management:** Jane's section on Stress Management was approved.

**Orientation Section:** All agreed that the general orientation section can be written in July, in conjunction with the Member-related Group.

**Employee Orientation Packet:** The group developed an outline of materials that should be given to the employee after they have been hired. These include:

- Role of the Attendant Care Worker (ACW)
- Rights and Responsibilities of the ACW
- Employment Contract
- Description of Self-Directed Attendant Care (SDAC), including the role of the Fiscal Intermediary (FI).
- Role of the Case Manager, how to contact, etc.
- Availability of Training
- Safety Tips
- Explanation or samples of FI paperwork and what the employee needs to bring to the meeting with the FI; e.g. picture ID's, valid driver's license (if applicable), blank check if employee wants direct deposit, CPR and First Aid Certificates
- Sample timesheets and explanation of how employee will get paid
- List of acceptable documents for I-9 form.

**Next Meeting:** Complete group's section of the manual.

## 4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Make revisions suggested by group to all manual outline and chapters.	Julie	7/12/07	Ongoing
Complete disability information sheets:			
• Spinal Cord Injury	Gwen		
• Multiple Sclerosis	Gwen		
• Arthritis	Gwen		
• Muscular Dystrophy	Gwen		
• Parkinson's	Donna		
• Alzheimer's	Donna		
• Diabetes	Angela		All due to Julie by 6/21/07
• CHF	Angela		
• Flu and Pneumonia	Angela		
• COPD	Denise		
• Osteoporosis	Denise		
• CVA's	Julie		
• Depression	From the manual		

## 5. Next Meeting

<i>Date:</i>	July 12, 2007	<i>Time:</i>	11:00	<i>Location:</i>	AHCCCS (801 E. Jefferson); Ocotillo Room
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